

OPPPM MEMORANDUM  
NO. 20-17-30

3 July 1980

OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT: Agency Vacancy Notice System

STATINTL

1. On 16 June 1980, Staff Personnel Division (SPD) initiated the revised Vacancy Notice System which was announced in the Director's Notes of 12 May 1980 and in HN [REDACTED] A series of procedures have been established to implement the system and these have been set forth below for your guidance.

2. Components will submit requests for Agency-Wide Vacancy Notices in the format shown on the revised Agency-Wide Vacancy Notice Form (No. 2762). Because the notices are relayed electronically, a maximum of thirteen lines of information is available on each. As a result of this limitation, the notices must be especially concise, particularly regarding qualifications and minimum requirements. Requirements for college degrees must be specific and related to the position.

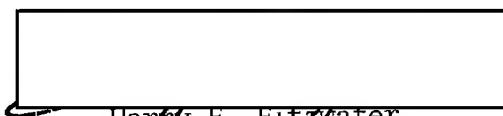
3. Form 2762 will be forwarded to SPD/PPB whenever Agency-wide professional, technical, or clerical vacancies are to be advertised. PPD will be responsible for reviewing the notices, assigning closing dates, and inputting the vacancy notices for electronic transmission to the Data Access Centers. Listings will be transmitted on a daily basis and will be available for pick-up by 1000 hours each business day. Timeliness in circulating notices must be stressed since the normal deadline for applications has been reduced to two weeks.

4. Employees should submit their written applications for specific vacancies through the established component chain of command to their Personnel Officer or other responsible officer. No one can apply for a vacancy unless they have been in their current position for six months. The Personnel Officer or other responsible officer will forward the application directly to the advertising component and arrange for the release of the employee's Official Personnel File. In the event the deadline would pass before the application could be received through the Agency mail system, the employee's Personnel Officer should advise the issuing component of the application orally. Managers should not discourage employees from applying for vacancies, nor should they volunteer endorsements or nonendorsements to the components issuing the vacancy notice, unless it concerns a rotational assignment with the retention of career cognizance.

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Office of Personnel

5. The advertising component must provide written notification to all unsuccessful applicants within two weeks after the notice is closed. The advertising component is also responsible for maintaining a record for one year of all employees who applied for vacancies along with evidence that all employees not selected have been notified. This record will include the name and office of the employee who was selected for the position. Once a selection is made for a vacancy, the component will advise PPB and provide statistics on the total number of employees who applied and the office from which the individual was selected.

6. Arrangements for the release date of those selected will continue to be made by the advertising component in accordance with existing procedures. Selectees will be released as soon as possible but no later than six weeks after the selection date.



Harry E. Fitzwater  
Director of Personnel  
Policy, Planning, and Management

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